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**MEMORANDUM FOR: Deputy Director for Support**

**SUBJECT: Printing Services Division Overtime and Production Report for November, December, and January**

1. This memorandum is for information only.
2. The following paragraphs show overtime worked and certain workload data for our printing plants for the past three months and provide comments on the significance of these data.

**1. Printing (hours)**

November 1963, 877 (includes 115 hours holiday time)  
December 1963, 146 (includes 40 hours holiday time)  
January 1964, 44 (includes 40 hours holiday time)

During the month of January Plant No. 4 (OCI plant) used 40 hours of holiday time in completing work for the Office of Current Intelligence. In addition to this, the entire Printing Services Division worked only four hours overtime during January. For the first time in history Plant No. 4 worked no overtime during a month. During the entire period covered by this report Plant No. 2 (South Building) worked no overtime on the National Intelligence Surveys. This results from streamlining of format and from the complete cooperation of the Office of Basic Intelligence in scheduling the work for completion.

In addition to the above, FSD worked the following reimbursable overtime on the [redacted] project.

November 1963, 604 hours  
December 1963, 440 hours  
January 1964, 432 hours

After our request for additional personnel to handle this special SI work was turned down, we agreed to do as much of this work as possible on overtime paid for by SI Division. This practice is still being followed but SI Division has been notified that from time-to-time the overtime will be discontinued so as to avoid excessive tiring of the employees involved.

25 YEAR RE-REVIEW

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